

## POSITION HAZARD ANALYSIS

JOB SERIES: 1670	JOB TITLE: Supervisory Equipment Specialist (General)		
EMPLOYEE NAME (Please Print):		OFFICE SYMBOL:	
EMPLOYEE SIGNATURE:			DATE:
ANALYZED BY (Immediate Supervisor):			DATE:
REVIEWED BY (Safety Office):			DATE:

	YES	NO
Is employee in the Medical Surveillance Program?		
Is employee required to wear personal protective equipment (i.e., safety boots or glasses, respirators, hearing protection, etc.)?		
Does employee require safety training (i.e., HTRW, confined space, HAZCOM, respirator, electrical, hearing)?		

ACTIVITY	LOCATION	HAZARD	CONTROLS
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Office Work		Eye strain	Ensure proper lighting. Ensure computer monitor and document copy stand are at approximately the same height and distance. Reduce computer screen glare by installing anti-glare/anti-static screens.
		Wrist strain	Ensure computer keyboards are adjusted so that the elbows are at a 90-degree angle and arms and hands are parallel to the floor. Use wrist rests or other supports so that wrists are maintained in a neutral position.
		Neck/shoulder fatigue	Ensure video display terminals are properly adjusted so that the top of the screen is slightly below eye level and the screen is between 18 and 28 inches away. Document or copy holders should be at the same height and distance and the screen.
		Slips/trips/falls	Use good housekeeping practices. Secure tripping hazards (cords) to floor. Do not leave file drawers open when unattended.
		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.
		Electrical shock	Do not reconfigure wiring in systems furniture panels. Ensure equipment is properly maintained and grounded. Protect electrical cords from damage by using cord covers. Do not overload outlets.
		Office machinery	Do not wear loose clothing or jewelry. Be cautious when making mylar copies (hot).
		Walking	Be alert of walking surface, wear flat shoes with a non-skid sole.
		Falling off of furniture	Use a step stool. Do not use climb on furniture.
		Cutting tools	Cut in the direction away from hands and body.
		File cabinets/shelves	To avoid tipping, fill the bottom file first. Do not open more than one drawer at a time. Place heavy objects in the bottom shelves/drawers.
Field visits	Field/construction locations	Compressive foot injuries	Wear appropriate safety shoes/boots that meet ANSI Z 41.
		Ankle injuries	Wear proper field boots with ankle height of at least 4 inches.

ACTIVITY	LOCATION	HAZARD	CONTROLS
		Head injuries	Wear hard hat when exposed to overhead hazards. Hard hats are required to be worn at all times when in Hard Hat Areas.
		Eye injuries	Wear appropriate eye protection as necessary.
		Hand injuries	Wear appropriate gloves as necessary.
		Electrical shock	Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all extension cords are the correct type and are protected from damage.
		Noise	Wear proper hearing protection devices.
		Lifting	Use proper lifting techniques. Get assistance when necessary. When lifting, keep the load close to the body and lift with the legs.
		Slips/trips/falls	Use good housekeeping practices. Be observant of walking/working surfaces.
		Falling on slippery or rugged terrain	Wear proper field boots and be observant of terrain. Use safety lines when necessary.
		Potential fall of over 6 feet	Use positive fall protection.
		Snake bites	Wear proper field boots or snake chaps. Do not harass/kill snakes.
		Animal bites	Wear proper clothing. Do not approach animals. Use caution and composure when encountering animals.
		Insect bites and stings	Knowledge and avoidance of such insects. Caution and knowledge of any allergies to such bites or stings. Do not wear perfume or cologne. Know where to obtain first aid.
		Poisonous plants	Knowledge and avoidance of such plants. Wash after contact.
		Moving equipment	Keep alert and out of the way of heavy equipment.
		Exposure to the elements	Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.
	Marine and floating plant locations	Drowning	Wear life vest, know where life saving equipment is located.
		Slips/trips/falls	Wear proper footwear. Maintain good housekeeping. Remove grease and oil from working surfaces. Stumbling hazards will be painted yellow and slippery deck areas will be coated with an anti-skid surface.
		Entanglement in moving machinery	All points requiring lubrication during operation shall have fittings so located or guarded as to be accessible without hazardous exposure and all moving parts shall be guarded when exposed to contact.
		Electrical shock	Ensure equipment is properly maintained and grounded and has GFCI protection. Ensure all cords and equipment are protected from damage.
		Entanglement in lines	Inspect all lines before use. Remove/replace worn or damaged lines immediately. Avoid pinch points and stay clear of lines under strain.
		Fire and explosion	Use good housekeeping practices. Ensure proper segregation and ventilation of materials/chemicals. Be knowledgeable of fire fighting equipment and techniques.

ACTIVITY	LOCATION	HAZARD	CONTROLS
Travel	City, Highway and Secondary roads	Vessel damage/sinking	Obey navigation rules and weather warnings. Be familiar with all emergency evacuation procedures.
		Exposure to the elements	Wear proper clothing. Be aware of exposure duration and limit duration if necessary. Be knowledgeable of the symptoms of exposure related illnesses.
		Motor vehicle accidents	Obey traffic laws. Adjust vehicle operation to road and weather conditions. Employ defensive driving techniques. Complete defensive driver training once every 4 years.
		Uneven surfaces	Reduce speed appropriately.
		Deer and other wildlife	Stay alert, use caution, and drive defensively.
		Dust	Drive with windows closed.
		Reduced visibility	Ensure windows/mirrors are free from snow and ice. Drive with headlights on. Reduce speed appropriately.
		Slick, snowy, or icy roads	Use studded or chained tires, reduce speed, and increase following distances.
	Commercial travel	Airlines	Obey safety rules on common carrier transportation.